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Armed and
Dangerous
Belmont
Audrey - file

DD/I TRAINING LIAISON OFFICERS MEETING

16 August 1955

25X1

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1. ORR Briefing of OTR

[redacted] Chief, Plans and Policy Staff, OTR, described the ORR briefing recently given to members of the Office of Training at which ORR training problems and requirements were discussed with the chiefs of the various ORR components. The DD/I Training Liaison Officers were asked to comment on the possibility of each DD/I Office giving a similar briefing to OTR. It was decided that each TLO would speak to his Assistant Director to determine whether or not such a briefing would be feasible and, if so, to decide what subjects should be placed on the agenda. [redacted] will query Staff and School Chiefs in OTR and call upon each Training Officer to discuss the substance of such a briefing, its duration, and a time mutually convenient.

2. Clerical Refresher Training

[redacted] Basic School, proposed an extension of the Clerical Refresher course from three to four weeks. The instructors have felt that the addition of one week has enabled a greater number of trainees to meet class goals and stabilize their shorthand and typewriting skills. The TLO's agreed to this proposal.

announced that the typing course for professionals

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IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE 89 REV DATE 6 Nov 79 REV BY [redacted] TYPE DEC. 03
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25X1 would be given again this fall and asked that the TLO's check with their office and suggest the most opportune time to offer the course. [] suggested that, if feasible, it would be desirable to offer the course during working hours.

3. Changes in OTR Catalog of Courses Revisions

25X1 [] requested that the Administrative Refresher Course and the Interviewing and Reporting Course be deleted from the recent revisions to the Catalog of Courses. [] announced that the next class of the Effective Writing Course will not be presented until October. 25X1

4. Management and Supervisory Training

25X1 [] Basic School, requested that Training Officers consider the Basic Supervisory and Basic Management courses and provide him with information on the following points:

a) Whether the office would prefer to have the course last one full week or maintain the regular schedule of two weeks, half-day;

b) Whether the course should be offered at [] on a full-time, one-week basis, or in the offices at Headquarters; 25X1

c) What should be done about future training in this course, i.e., should an advanced training course be offered or should a refresher or review course be offered;

d) Whether or not the forty-hours allotted to presenting this course is adequate.

25X1 It was agreed that this subject will be placed on the agenda for the September meeting and that the Training Officers will give their suggestions to [] at that time.

5. Suggested Additions to IPM

25X1 [] expressed the views of the Intelligence School staff regarding modifications to the Intelligence Principles and Methods Course. He pointed out that the diversity of the group and the range of interest and ability among the students made it difficult for the Intelligence School to design and conduct a course which would meet this wide range of interests and requirements. He sought the advice and suggestions from DD/I components as to ways and means of improving the techniques in presenting the course. He pointed out that on-the-job

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experience between the Basic Orientation course and the IPM course was generally desirable provided that personnel in DD/I were systematically "fed back" into IPM after a reasonable period of time so that their opportunity for IPM training was not forfeited. The TLO's were requested to consider this problem and if there were any suggestions they could make which would improve the techniques in presenting this course, the Intelligence School would appreciate receiving them.

25X1 [] noted that only four students had enrolled in the Intelligence Writing Course as of 16 August. The TLO's were reluctant to cancel the course since they were working to secure additional enrollments from their respective offices. It was finally agreed that the Registrar would accept enrollments through the close of business, 17 August, but that if no more than four candidates were enrolled, the course would be cancelled. The general view was expressed that lack of enrollment was due primarily to the annual vacation peak load during this period.

25X1 [] also suggested that Office seminars, meeting two afternoons a week to discuss specific intelligence problems, might prove valuable for experienced professionals.

6. ADDENDUM

? As requested by the DD/I TLO's the Office of Training will revert to the old form in announcing the new schedule of training courses. ?

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